

# School & Child Care Roster Lookup: Learn More about the CAIR Hub Registration and SCRL Enrollment Process

## The CAIR Hub Registration and SCRL Enrollment Process

Unverified Organization Administrators (UOAs) may use the CAIR Hub registration and School & Child Care Roster Lookup (SCRL) enrollment process to create an account for themselves (Registration in CAIR Hub) and enroll their organization(s) into SCRL via an enrollment application.

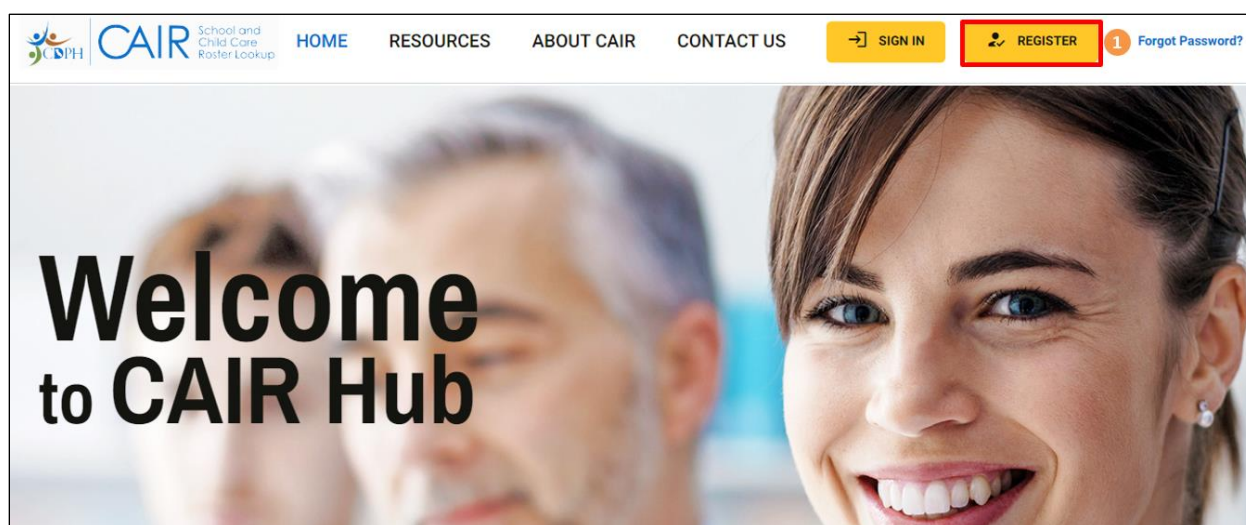
Note: If you are a school or child care facility employee and would like to use CAIR Hub, contact your organization administrator, ask them to enroll in CAIR Hub and register your organization, and then have them invite you to register.

Note: Currently, CAIR Hub is only available to schools, school districts, and childcare facilities to access the SCRL module. Other modules will be available in the future.

The registration and enrollment process includes the following procedures:

1. Create an account in CAIR Hub (Registration).
2. Have the system verify that your organization is not already enrolled in SCRL.
3. Set up your user profile.
4. Enroll your organization:
  - Enter Organization Information
  - Enter Contact Information
  - Agree to the Terms and Conditions
  - Review your application
  - Submit

## How to Create an Account in CAIR Hub



1. When you land on the CAIR Hub Welcome page, click on the Register button.

## Website User Access Agreement

### New CAIR Organization and Individual User Access Agreement

The CAIR Website is a secure online information system developed to assist with managing the Immunization Registry for the state of California. As a condition of authorized access to the CAIR website, I agree:

- To only use my password to access CAIR.
- To maintain the privacy and confidentiality of information in CAIR.
- To ensure no misuse or wrongful disclosure of information in CAIR.
- To report activities that may compromise the protection and the privacy of the information in CAIR.
- To not communicate, publish, and provide or make public any information regarding persons enrolled in the CAIR.
- To comply with California [Health and Safety Code Section 120440](#) regarding immunization registry use, as well as State and Federal laws and HIPAA regulations regarding maintaining the confidentiality of patient information.

The system will create a permanent electronic record that will log each User's access into any CAIR record to ensure the appropriate use of this website. Any unauthorized release of confidential information by a User may revoke the User's access to CAIR.

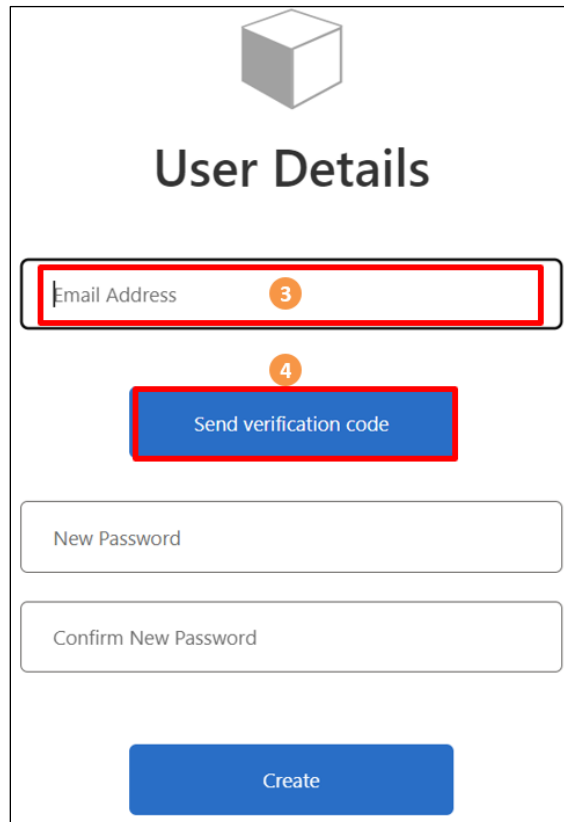
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**I Agree to the User Access Agreement**

I Don't Agree

2. On the Website User Access Agreement page, read the CAIR User Terms & Conditions, and then click on the 'I Agree to the User Access Agreement' button.

The following box opens.

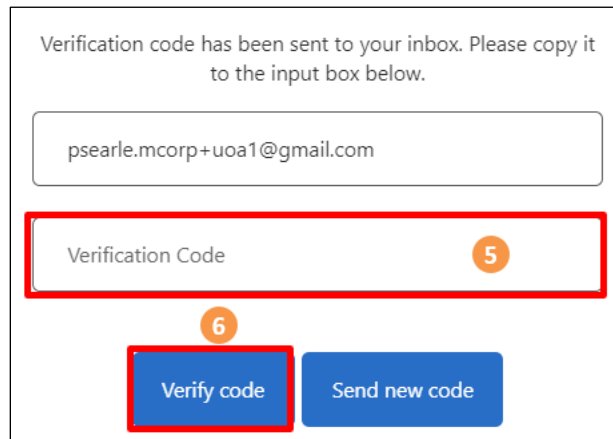


The form is titled "User Details" and features a 3D cube icon at the top. It contains the following fields and buttons:

- Email Address**: A text input field with a red border and a red circle containing the number 3 next to it.
- Send verification code**: A blue button with a red border and a red circle containing the number 4 above it.
- New Password**: A text input field.
- Confirm New Password**: A text input field.
- Create**: A blue button at the bottom.

3. Enter your email address in the Email Address field.
4. Click on the Send verification code button.

The following message appears: "Verification code has been sent to your inbox. Please copy it to the input box below."

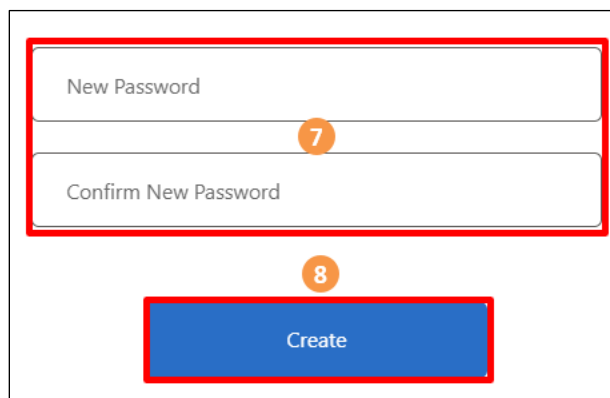


The screen displays a message: "Verification code has been sent to your inbox. Please copy it to the input box below." Below the message is a text input field containing the email address "psearle.mcorp+uoa1@gmail.com".

Below the email field is a **Verification Code** text input field with a red border and a red circle containing the number 5 next to it.

At the bottom are two blue buttons: **Verify code** (with a red border and a red circle containing the number 6 above it) and **Send new code**.

5. Go to your email account, copy the code from the email that the system sent, and then paste the code into the Verification Code field.
6. Click on the Verify code button.

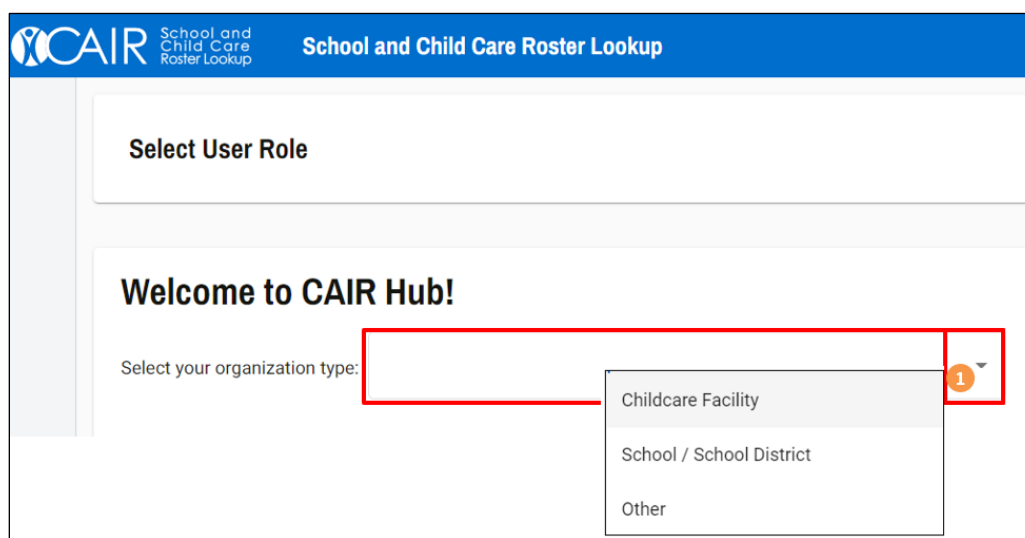


7. Enter your password in both the New Password and the Confirm New Password fields.
8. Click on the Create button.

The Welcome to CAIR hub screen opens at the Select a User Role page

## How to Have the System Verify that Your Organization is not Already Enrolled

Before you can set up your user profile, the system needs to verify that your organization is not already enrolled in SCRL.



1. From the Select your organization type: field drop-down list, select your organization type.

**Welcome to CAIR Hub!**

Select your organization type:

Are you the organization's primary contact? ☒ Yes ☐ No

Let's make sure your organization isn't already enrolled to use CAIR Hub. Enter your organization's address (for example, "123 Main Street") and five-digit zip code.

Address:  Zip Code:

2. Click on 'Yes' or 'No' depending on whether you are the organization's primary contact or not.  
Note: If you are not the organization's primary contact, please have your organization's primary contact register and set up your organization's account.
3. Enter the organizations address and zip code.
4. Click on the Search button.

Address:  Zip Code:

Your organization was not found. Click the Continue button below to set up your user profile and enroll your organization in CAIR Hub.

5. If you organization was not found in the system, click on the Continue button.  
The Set Up Your User Profile box opens.

**IMPORTANT:** If your organization is found in the system, it means that someone has already enrolled it in SCRL. Contact your Organization Administrator and have them invite you to register for CAIR Hub.

## How to Setup Your User Profile

Once the system has verified that your organization does not exist in the system, you can proceed to set up your user profile.

### Set Up Your User Profile:

First Name*	Last Name*
Email	Phone Number*
Extension	Extension
Fax	



Save

- At a minimum, enter your first name, last name, and phone number.  
The remaining fields are not required fields, and you can enter data as you wish. The Email field is pre-populated and is not editable.
- Click on the Save button.  
Your dashboard opens and you are all set to enroll your organization.

## How to Complete and Submit an Enrollment Application in SCRL

To get your enrollment application submitted and approved, you must enroll an organization.

### Open the Enrollment Wizard

School and Child Care Roster Lookup

Dashboard

Organization Administrator Dashboard

ENROLL A NEW ORGANIZATION

- Click on the Enroll a New Organization button.  
The Enrollment Wizard opens at the Organization Information page.

## Enter the Organization Information

### Enroll an Organization

Organization Information
Contact Information
Agreement
Review

Organization Name \*

Our Local School

1

Organization Type \*

School/School District

2

16/95

Organization is part of a school district:
☒ Yes
☐ No
3

School District \*

Yuba County

4

School Organization Number \*

12345

1. Enter your organization name.
2. From the Organization Type field drop-down list, select either Child Care Facility or School/School District.
3. If your organization is part of a school district, select Yes. Otherwise, select No.
4. If you selected School/School District as you organization type, enter your school district and you school organization number.

Note: If you selected Child Care Facility as your organization type, enter your child care organization number. This will be the only field available for this selection.

Note: You can step away from filling in the enrollment application and the system will save the application in your My Applications table (on your dashboard) with a status of Draft.

**Physical Address:**

Address Line 1 \*  
1234 My Road

Address Line 2

City \*  
Yuba City

State \*  
CA

Zip Code \*  
95910

County \*  
Yuba

5. Enter the details of the physical address of your organization.

Mailing address is same as physical address: ☒ 6

**Mailing Address:**

Address Line 1 \*  
1234 My Road

Address Line 2

City \*  
Yuba City

State \*  
CA

Zip Code \*  
95910

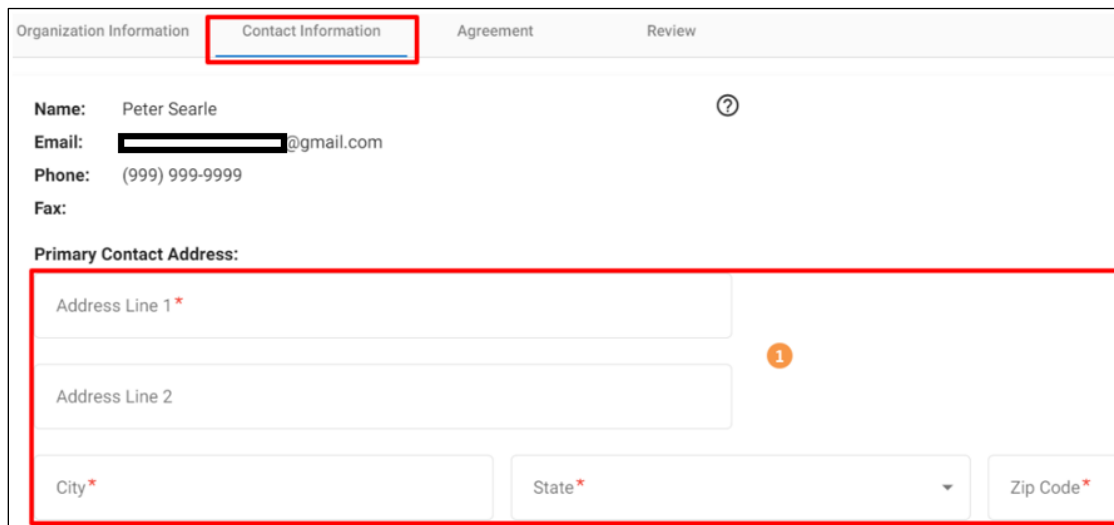
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**Save and Continue** Cancel

6. If your organization's mailing address is the same as its physical address, click on the check box and the mailing address will auto-populate.
7. Otherwise, enter the details of the mailing address of your organization.
8. Click on the Save and Continue button.  
The Contact Information page opens.

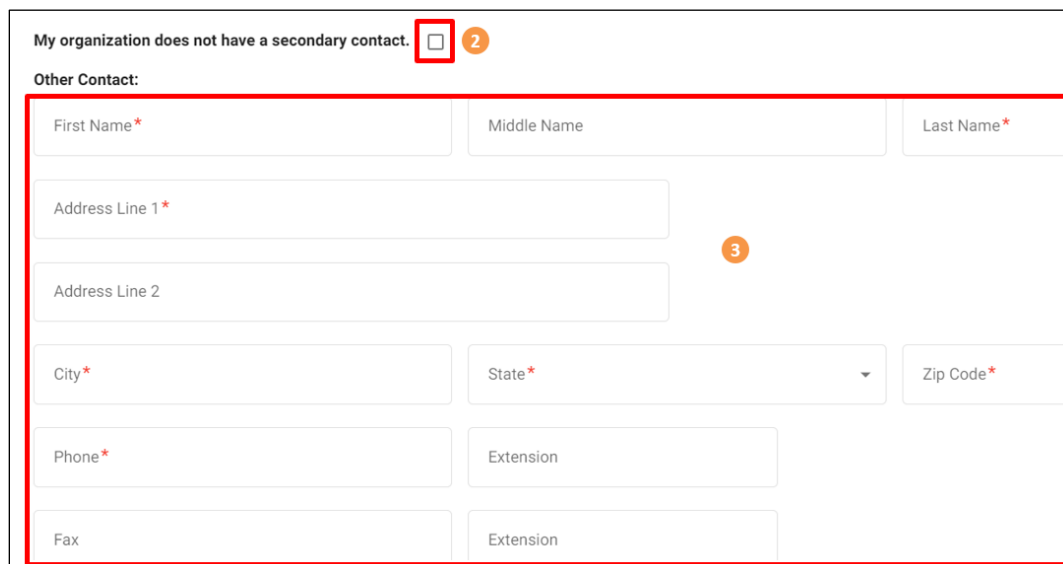


## Enter the Contact Information



1. Enter the details of the primary contact address for your organization.

Note: The top section of this page is pre-populated by the system with information you entered when you registered. To update this information, click on the User Profile icon at the top right of your screen to the left of the Sign Out button.



2. If your organization does not have a secondary contact, click on the check box and the Other Contact box of fields will collapse.
3. Otherwise, enter the other contact information details per the fields on the screen.

I am the technical contact of my organization. ☒ 4

**Technical Contact:**

First Name \* Middle Name Last Name \*

Address Line 1 \* 5

Address Line 2

City \* State \* Zip Code \*

Phone \* Extension

Fax Extension

6 **Save and Continue** Cancel

4. If you are the technical contact for your organization, click on the check box and the Technical Contact box of fields will collapse.
5. Otherwise, enter the technical contact information details per the fields on the screen.
6. Click on the Save and Continue button.

The Agreement page opens.

## Read and Agree to the Terms and Conditions

Organization Information	Contact Information	Agreement	Review
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**New CAIR Hub Organization & Individual User Access Agreement**

**CAIR Providers/Organization Terms & Conditions** 1

1. Read through the CAIR Providers/Organization Terms & Conditions.

**Agreement**

☒ 2 By checking this box, you agree, as the Organization Representative, that the Organization and all listed Users associated with the Organization have read, and will abide by, the CAIR rules set forth in this Agreement. CAIR reserves the right to terminate this Agreement if the Organization or its Users violate this agreement or use the system in an unauthorized manner. This agreement will remain in effect until terminated by either party.

Name: Peter [redacted]

Email: [redacted]@gmail.com

Phone: (999) 999-9999

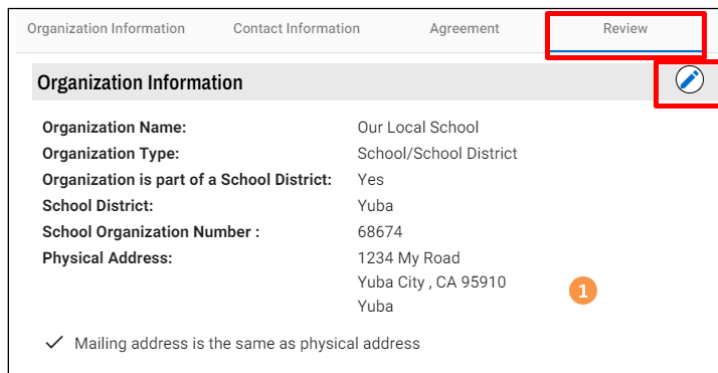
Title: Organization Administrator 3

4 **Save and Continue** Cancel

2. If you agree to what you have read, click on the Agreement check box.
3. Enter your title in the Title field.
4. Click on the Save and Continue button.

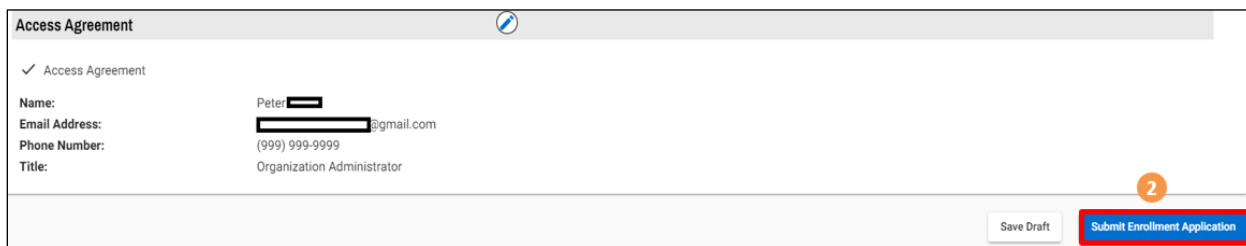
The Review page opens.

## Review the Application



1. Review the entire application information – Organization Information, all Contact Information, and the Access Agreement.

Note: If you want to make any changes, click on the relevant blue pencil edit icon. This will bring you back to the original input screen. Make any necessary changes, and then click on that screen's Save and Continue button.



2. Once you have reviewed the entire application, click on the Submit Enrollment Application button.

Note the following:

- You can repeat this enrollment application process for several organizations.
- Once submitted, you will not be able to update the information you entered on the application. To get any changes made, you will have to contact the Enrollment Reviewer or the Help Desk.
- You will receive a notification via email stating that your application has been received.
- The system will add your application to the My Enrollment Applications table with a status of Pending.
- As an Unverified Organization Administrator, you will be able to access your SCRL dashboard and submit additional organization enrollment applications.
- Once your application has been approved, the system will move it from the My Enrollment Applications table to the My Organizations table on your dashboard. You will then have access to the all the SCRL functionality and be able to invite school users to those organizations that have been approved.

For more assistance, please email the CAIR Help Desk at [CAIRHelpDesk@cdph.ca.gov](mailto:CAIRHelpDesk@cdph.ca.gov) or call (800) 578-7889.